5 FAH-2 H-520
MANAGING TELEGRAPHIC CIRCUITS

(TL:TEL-3; 12-13-2002)
(Office of Origin: IRM/APR/RG)

5 FAH-2 H-521 RRF BELTSVILLE

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

All Department telegraphic circuits terminate at the DTS Network Control Center in Beltsville. Beltsville is divided into two separate and distinct entities, based upon the function provided to the customer. The Network Operations Management Center (NOMC) and Secondary Technical Control Facility are a part of DTS-PO, and are primarily charged with maintaining long line connectivity. The Beltsville Messaging Center (primary technical control facility) is the distant end partner that opens and closes the circuit, stores or forwards telegraphic messages, and holds corresponding cryptographic keys for each telegraphic circuit. Beltsville connects single and aggregate signals to commercial carriers via land cable, submarine cable and satellite facilities.

5 FAH-2 H-522 CIRCUIT SECURITY CONTROLS

5 FAH-2 H-522.1 Information Programs Center (IPC)

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

The classification level authorized for a telegraphic circuit depends upon security criteria corresponding to unique circumstances at each post. IPC personnel must program the telegraphic processor for the authorized classification level to ensure that only telegrams at or below the authorized classification are transmitted. (In the TERP V, this is Automatic Processing Control under the Configuration menu and Ports and Setup under the Main menu). Current authorized classification levels for each post are listed in the Department of State Teletypewriter Routing Guide.

5 FAH-2 H-522.2 Beltsville Messaging Center (BMC)

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

Internal security controls at BMC prevent telegrams that exceed the authorized classification level of the post from reaching the destination. If a telegram that exceeds the authorized classification level is transmitted, the telegram spills to an error queue at BMC, where network controllers terminate transmission. BMC supervisors will notify the originating station, where IPC personnel must take appropriate remedial action.

5 FAH-2 H-523 TELEGRAM ACCOUNTABILITY

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

Telegram accounting procedures serve the dual purpose of ensuring telegram receipt at the destination transmission facility and confirming the continuous reliability of the circuit. The variety of telegraphic processors in the Department's worldwide network performs basic telegram accounting functions to prevent lost or misrouted transmissions. All processors assign, record, and compare Message Reference Numbers (MRNs), Message Continuity Numbers (MCNs), Channel Sequence Numbers (CSNs), Station Serial Numbers (SSNs) and Routing Indicators (RIs) on transmission telegrams. IPC personnel intervene, when necessary, and correct incoming or outgoing telegram errors to complete transmission or dissemination.

5 FAH-2 H-523.1 Message Reference Number (MRN)

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

a. The MRN is the official identification number for telegrams originated at Department transmission facilities. All telegrams sent on behalf of the Department and its missions are referenced by the MRN, with the exception of service messages. Messages transmitted on behalf of DAO will not have an MRN and will instead be identified by date-time group.

b. The current year MRN consists of two parts: the geographic location indicator and a sequential number that begins with the Arabic numeral 1 on January 1 each year and increases by one with each telegram transmitted by the post through December 31. IPC personnel must reset the post’s MRN to 000001 for the first telegram sent in the new year.

c. The location indicator is the city where the telegram originates or another designator to describe a special, non-embassy status of the mission. Consult ACP 117 and the Department of State Teletypewriter Routing Guide for Plain Language Address Designators (PLADs), from which the location indicators of non-embassy MRNs are derived. Some common non-embassy location indicators are listed below.

(1) **ATO HQS**—the headquarters for the Area Telecommunications Office in Washington, DC.

(2) **DEPTO**—from the Deputy Secretary to the Department while the Deputy is away from the Department.

(3) **DIR DTSPO**—the director's office of the Diplomatic Telecommunications Service Program Office in Washington.

(4) **POLTO**—Under Secretary for Political Affairs to the Department while Undersecretary is away from the Department.

(5) **SECSTATE**—the Department of State, including AID and Peace Corps.

(6) **PARTO**—for telegrams sent from USDEL SECRETARY in the city the Secretary is visiting to another post or the Department. The MRN assigned at the IPC will be the SECTO number.

(7) **TODEP**—to the Deputy Secretary from the Department while the Deputy is away from the Department.

(8) **TOPOL**—To the Under Secretary for Political Affairs from the Department while the Under Secretary is away from the Department.

(9) **TOPAR**—for telegrams sent from the Department to USDEL SECRETARY in the city the Secretary is visiting. The regular MRN for the city the Secretary is visiting will proceed a separate TOSEC number.

(10) **USDOC**—the U.S. Department of Commerce in Washington.

(11) **USNATO**—represents the U.S. Mission to the North Atlantic Treaty Organization at Brussels.

(12) **USUN**—the U.S. Mission to the United Nations in New York.

5 FAH-2 H-523.2 Message Continuity Number (MCN)

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

a. The MCN numbering system is an accounting procedure used to

track the continuity of telegraphic correspondence between posts. The MCN is a four-digit number that increases by one digit with each single-section telegram or each section of a multi-section telegram sent between an originating and receiving station. The numbers recycle from 0001 to 9999. The length of time it takes for a series to recycle depends on the telegraphic traffic volume between two posts.

b. Each Department transmission facility maintains an MCN series with all other Department facilities in the network. MCNs are not assigned to service messages, telegraphic address collectives or telegrams addressed to non-State transmission facilities, such as military telegrams, USDOC or USDA FAS.

c. Telegraphic processors track message continuity by detecting missing numbers in the MCN series between posts and then producing a missing MCN report. IPC operators should run this task in their telegraphic processors each day and send out service messages to those posts that appear on the report.

5 FAH-2 H-523.3 Channel Sequence Number (CSN)

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

a. The CSN appears on FL-1 and consists of a three-letter channel designator followed by a three or four digit number. Each transmission facility has one channel designator for incoming and another channel designator for outgoing messages. Processing equipment at Beltsville and posts assign numbers to each telegraphic communication to track the messages that pass between posts and Beltsville. CSNs recycle from 000 to 999 or 0000 to 9999.

b. Some telegraphic processors automatically send a service message request to the relay as soon as the processor detects a missing CSN. The service for missing channel numbers is called a ZFX. The IPC operator will send ZFXs, or ensure that the processor sends ZFXs promptly for all missing channel numbers. See 5 FAH-2 H-524.5 for ZFX format information. IPC personnel must never reset CSNs on the incoming port from Beltsville under any circumstances. Prompt, meticulous tracking of CSNs is the easiest method for preventing lost telegraphic transmissions. Normally, the STARS terminal in Beltsville responds to ZFXs in a few seconds.

5 FAH-2 H-523.4 Station Serial Number (SSN)

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

a. The SSN is a four-digit number that appears on FL-3 and FL-15 of a transmitted telegram to confirm circuit continuity during telegram transmission. In regular Department telegrams, the SSN corresponds to the last four digits of the MRN. In a service message, the four digits are unique to the type of service. In multi-section telegrams, the SSN in FL-3 is followed by a diagonal (/) and the number of the section, i.e., #3334/01. The SSN in FL-15 does not contain the diagonal (/) and the number of the section.

b. Matching the SSNs on FL-3 and FL-15 prevents the inadvertent splicing of two separate messages. If the SSNs on FL-3 and FL-15 do not match, the circuit has dropped synchronization. If the circuit drops out, the first SSN belongs to the telegram being transmitted when the circuit dropped and the second belongs to the telegram being transmitted when the circuit came back in sync. The telegraphic processor should detect the SSN mismatch and display an appropriate prompt for remedial action. IPC personnel should confirm that ZFXs have been sent for all missing CSNs and not disseminate any messages with SSN mismatch.

5 FAH-2 H-524 SERVICE MESSAGES

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

Service messages are abbreviated telegraphic exchanges between communications personnel at transmission facilities and relay stations regarding telegram transmission or circuit conditions. Services do not carry MRNs or MCNs for archival retrieval purposes. Services are sent to request retransmission, correction, acknowledgment or tracing of telegrams; as channel checks to verify circuit continuity; to request circuit opening, closing and cryptographic updates; or other housekeeping functions between two posts.

5 FAH-2 H-524.1 Restrictions On Use

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

Service messages are circuit management telegrams and have no use beyond the time it takes to complete the action specified in the service. Do not send services as a substitute for official or non-official telegrams on behalf of non-communications personnel. IPC personnel shall limit the use

of service messages to subjects which impact telecommunications.

5 FAH-2 H-524.2 Service Format

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

a. Department services use Format Lines 1, 2, 3, 4, 11, 12, 13, 15 and 16. Format Line 12 consists of the classification followed by "SVC." Format Line 12 of service messages may include the geographic location indicator, as in UNCLAS SVC ANTANANARIVO, or a remote command such as, UNCLAS SVC OPN BEO.

b. Most telegraphic processors use "canned" services that contain the essential format components, with editable fields to be filled in by the IPC operator or telegraphic processor before transmission. Canned messages are helpful in daily operations and should be used whenever possible to speed processing. Update canned services when necessary. Examples in the sections below depict various types of services used in daily operations.

5 FAH-2 H-524.3 Content

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

a. Service messages should fully identify the problem telegram and/or action to be taken at the receiving station. In services regarding telegrams from MRN posts, identify the telegram by the MRN and section, if applicable. Originating Station Routing Indicator, SSN, date-time group and Plain Language Address Designator should identify telegrams from military facilities or other non-MRN posts. Use operating signals from ACP 131, if appropriate, but keep the text as clear and simple as possible.

b. If a service message quotes or refers to the content of a classified, administratively controlled or captioned telegram, the service message must carry the same classification, administrative control or caption as the telegram being serviced. Unless otherwise directed by the corresponding station, use the same destination routing indicator in FL-2 of the service message as that which appears on FL-3 of the telegram being serviced. However, when addressing services to the Department, send ZDF services to the routing indicator RUEHMPI and other services to RUEHSD.

5 FAH-2 H-524.4 Channel Checks

(TL:TEL-2; 05-23-2002)
(State only)

a. A channel check is a special type of service message that is transmitted from the relay station to each remote transmission facility and back to the relay. A full circuit channel check indicates that the circuit is in sync and passing clean transmissions.

b. Hourly channel checks originate at the relay station and are self-addressed to be returned back to the relay. The routing indicator on FL-2 and FL-3 of channel checks for Department transmission facilities will be RUEHCZ, the routing indicator for the State Telecommunications Alternate Relay System (STARS) computer which tracks the channel checks at Beltsville. The return channel check should have the field post's channel designator and number. Most processors automatically change the CSN before returning the channel check. If the processor does not perform this function, IPC personnel must change the CSN manually.

Example:
VZCZCSFO123
OO RUEHCZ
DE RUEHCZ #1111 1231234
ZNR UUUUU ZZH
BT
UNCLAS CHANNEL CHECK FROM STARS 123456ABCDEF
BT
#1111
(EOM)

c. If the STARS computer does not receive the RUEHCZ channel check within 45 minutes past the hour, the STARS computer will send a follow-up notification that the channel check was not received.

Example:
VZCZCBEO321
OO RUEHBE
DE RUEHCE #1111 1231234
ZNR UUUUU ZZH
BT
UNCLAS SVC NO CHANNEL CHECK RCVD ZIC BEO123 ZID BEI012
BT
#1111
(EOM)

d. A channel check initiated from the post in response to a relay computer request should be addressed to RUEHZZ. CCK is the abbreviation for a remote command to the STARS for a channel check and BEO is the channel designator for telegrams flowing from STARS to the post.

Example:
VZCZCBEI210
OO RUEHZZ
DE RUEHBE #1111 1231234
ZNR UUUUU ZZH
BT
UNCLAS SVC CCK BEO
BT
#1111
(EOM)

e. If STARS does not receive a channel check from an open IPC within 45 minutes, Beltsville Network Controllers will attempt to contact IPC personnel by service or telephone to ascertain why the channel checks are not being returned. If Beltsville Network Controllers cannot contact IPC personnel, the circuit will be put into storage until circuit continuity can be assured.

5 FAH-2 H-524.5 ZFX

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

The ZFX is a remote command to the relay station to retransmit CSNs. Up to 10 CSNs may be requested in one ZFX service. ZFXs must be addressed to the STARS routing indicator RUEHZZ. When the relay retransmits the missing number(s), new CSNs will be used. “IMI” is an ACP-127 transmission code for “repeat” and is commonly used in services to confirm the cited numbers.

Example:
(ZFX for a single CSN)
VZCZCBEI345
OO RUEHZZ
DE RUEHBE #1111 1231234
ZNR UUUUU ZZH
BT
UNCLAS SVC ZFX BEO119 IMI BEO119
BT
#1111
(ZFX for Multiple CSNs)
VZCZCBEI346
OO RUEHZZ

DE RUEHBE #1111 1231235
ZNR UUUUU ZZH
BT
UNCLAS SVC ZFX BEO120-129 IMI BEO120-129
BT
#1111

5 FAH-2 H-524.6 Tracer Action

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

a. Tracer action is an investigation conducted either via service messages or official cable, to determine the reason for nondelivery or inordinate delay in delivering a telegram. The Department or any post with a legitimate interest in why a telegram was not delivered or was excessively delayed may request tracer action. Telegrams can be traced up to 30 days after transmission, however storage capacity in the STARS terminal may not support tracer action after 30 days.

b. Posts using U.S. Government facilities should follow the tracer procedures outlined in Chapter 4, Section VIII, of ACP 127 (G) and summarized for Department communications centers below.

c. If the originating station receives notification advising non-receipt of a telegram, the originator should either re-transmit the message, using opsign ZFG on FL-5, or send a message cancellation service.

d. If the originating station receives notification advising delayed or nondelivery, the originator should search pertinent records to ascertain if the cause of the delay occurred at the originating station. If the cause of the delay occurred at the originating station, the originator should send a service to the tracing station and claim responsibility.

e. If the originator transmitted the telegram properly, the originator should notify the first station in the circuit between the originator and the tracing station and advise that station to continue the trace there. All previously involved stations should be included in all follow-on tracer action services, use the prosign ZDN ALCON. Include in the notification to the second station the following identifiers: the PLAD for the station reporting delayed receipt; the CSN, FL-2 and FL-3 of the message being traced. The process should be repeated at each post in the circuit between originator and tracing station until the source of the problem is identified. The post responsible for delay should advise the tracing post. In most traces of Department-to-Department facilities, the only intermediate station will be the Beltsville relay facility.

5 FAH-2 H-524.7 Services for Opening

(TL:TEL-2; 05-23-2002)
(State only)

Opening a circuit to receive telegraphic traffic means establishing a secure link with the servicing relay facility to release stored messages into the circuit. Establishing a specific, unchanging opening routine and following it the same way each day prevents confusion that may ensue from inconsistent operations.

5 FAH-2 H-524.7-1 Line Encryption

(TL:TEL-2; 05-23-2002)
(State only)

The Beltsville relay uses two forms of encryption to handle the majority of its classified circuitry.

(1) **HJ (Hotel Juliet) Posts Closing to Storage**

(a) Beltsville has provided to each post that closes to storage daily a scheduled HJ time. Beltsville will perform HJ two hours before post opens for business each day.

(b) Each day when post opens for business the KG-84A will be recycling. This indicates Beltsville has performed posts HJ. Simply load next key segment. Once synchronization has been re-established, send automatic open service to RUEHZZ.

(c) Beltsville will not perform HJs on posts during weekends. Post should notify Beltsville when planning to close for local holidays.

(2) **OTAR (Over-The-Air-Rekeying) Posts Authorized Unattended Operations**

(a) All posts authorized unattended operations will perform OTAR encryption on IPC and FAIS circuits. KEK (cold starts) will be performed once a quarter. Post will contact Beltsville for quarterly KEK.

(b) Beltsville will perform TEK loads weekly. Post and Beltsville will also vux the circuit once each business day. Each post has been assigned a TEK load day and a scheduled load/vux time. Beltsville will shut down the line on post circuit and perform TEK load or vux at scheduled times. Posts must stop sending traffic at scheduled load/vux time. No warning will be received from Beltsville.

(c) Once synchronization has been re-established, post will QRV (start) circuit to receive message queue.

(d) If post experiences any problems contact Beltsville (301) 985-8122 immediately.

(e) If Beltsville is unsuccessful performing the TEK load on a FAIS circuit, post will receive a call from Beltsville stating the need to perform a cold start (KEK).

5 FAH-2 H-524.7-2 OPN

(TL:TEL-2; 05-23-2002)
(State only)

OPN is the remote command from a post to the STARS terminal requesting the opening of the circuit. The opening service should be addressed to RUEHZZ. If the service request is formatted as shown, the STARS terminal equipment will automatically open your channel and begin releasing telegrams accumulated on queue. The first message from BMC (unless a high precedence message was just released into the queue) will be the RUEHCK self-addressed channel check, which must be returned immediately.

Example:

VZCZCBEI200
OO RUEHZZ
DE RUEHBE #1111 1450800
ZNR UUUUU ZZH
BT
UNCLAS SVC OPN BEO
#1111
(EOM)

5 FAH-2 H-524.7-3 LCQ

(TL:TEL-2; 05-23-2002)
(State only)

The second message from BMC will be an LCQ service showing the number of messages, at each precedence, on queue. The post can also send an LCQ at any time to receive an update of how many messages are on queue to be transmitted. The length of time it takes to clear the accumulated messages will depend upon the transmission rate of speed and the number of messages on queue. In the following example, W represents CRITIC, ZN represents FLASH and NIACT, O represents IMMEDIATE, P represents PRIORITY, and R represents ROUTINE.

Example:

VZCZCBEO346
OO RUEHBE
DE RUEHCE #1111 1231235
ZNR UUUUU ZZH
BT
UNCLAS SVC HOLD QUEUE
W-0000 ZN-0000 O-0024 P-0036 R-0048
BT
#1111
(EOM)

5 FAH-2 H-524.7-4 QRV

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

A QRV service to RUEHZZ sent when post is in an open or unattended mode will begin telegrams that have accumulated on post queue.

Example:

VZCZCBEI345
OO RUEHZZ
DE RUEHBE #1111 1231234
ZNR UUUUU ZZH
BT
UNCLAS SVC QRV BEO
BT
#1111

5 FAH-2 H-524.8 Services for Closing

(TL:TEL-2; 05-23-2002)
(State only

IPC should follow the same closing routine every day and include the procedures in the SOP. As with the opening routine, maintaining the same routine will make closing faster and more efficient.

5 FAH-2 H-524.8-1 CLS

(TL:TEL-2; 05-23-2002)
(State only)

CLS is the remote command from a post to the STARS terminal requesting the closing of the circuit. The closing service should be addressed to RUEHZZ.

(1) BMC will automatically send post a closure confirmation service, and close post to the authorized pre-determined mode. Posts authorized unattended operations will be placed in that mode unless a special request for storage has been received by Beltsville. Posts may only close to unattended if they have received prior authorization from IRM/OPS/ITI/SI/CSB.

(2) If post desires to receive an unlimited send count, do not specify a send count in your closure request.

(3) If posts closure service has been accepted by the STARS terminal equipment, post will receive a confirmation notice. This notice will contain an LCQ, ZIC/ZID, and posts recall information. The LCQ will list the number of messages on queue by precedence. The ZIC/ZID will show the last channel numbers sent and received by STARS. The recall information will display the most current recall information received from post.

(4) Compare the ZIC/ZID numbers with post logs. If the numbers do not match, send ZFX service to RUEHZZ to protect for open channel numbers.

(5) If recall information is incorrect, send correct information to RUEHST, and Beltsville will update posts recall listing.

(6) Post that close to unattended operations must ensure that terminal equipment is receiving traffic before departing duty station.

Storage Closure

Example:

VZCZCBEI345
OO RUEHZZ
DE RUEHBE #1111 1231234
ZNR UUUUU ZZH
BT
UNCLAS SVC CLS BEO
#1111
(EOM)

Unattended Closure Without Queue Count

Example:

VZCZCBEI345
OO RUEHZZ
DE RUEHBE #1111 1231234
ZNR UUUUU ZZH
BT
UNCLAS SVC CLS BEO

OTAR POST
BT
#1111
(EOM)

Unattended Closure With Queue Count

Example:

VZCZCBEI345
OO RUEHZZ
DE RUEHBE #1111 1231234
ZNR UUUUU ZZH
BT
UNCLAS SVC CLS BEO
SND ###
OTAR POS
BT
#1111
(EOM)

Confirmation Service From BMC

Example:

VZCZCLJO345
OO RUEHLJ
DE RUEHST #5539 0891516
ZNR UUUUU ZZH
BT
UNCLAS SVC HOLD QUEUE W-0000 ZN-0000 O-0002 P-0034 R-0056
ZIC LJO064 ZID LJI258

THE FOLLOWING RECALL INSTRUCTIONS ARE ON FILE IN THE

STARS FOR LJI/LJO PLEASE ADVISE RUEHST OF ANY CHANGES

NAME – LJUBLJANA
PHONE: SWITCHBOARD 386-1-624-470
RECALL – 1. After hours-cell-386-1-624-470
MSG POST ONE 386 1-200-5556/5513-IVG
IPO ARTHUR DAY 386-2-437-6337-(H)
IMA SAM BERARDI 386-1-541-2102
BT
#5539
(EOM)

5 FAH-2 H-524.8-2 Unattended Operations

(TL:TEL-2; 05-23-2002)
(State only)

Unattended operations means telegraphic messages can be received by the telegraphic processor while the IPC is closed and unattended. The post must meet physical security requirements set by DS. Contact IRM/OPS/ITI/SI/CSB for more information about unattended operations.

(1) Posts authorized unattended operations using TERP V should disable the automatic acknowledgment feature before leaving the IPC. If the automatic acknowledgment feature is not disabled, high precedence messages that come in while the circuit is unattended will be acknowledged by the TERP without intervention by an operator, who must ensure delivery to the addressee.

(2) If a problem is discovered during unattended operations, the circuit will be placed in overnight storage until the next opening of business. Examples of circuit problems:

(a) Poor line quality, and cryptographic re-syncs

(b) Manual release service features not engaged;

(c) Excessive garbled and incomplete messages;

(d) Line loop indications that appear on Beltsville's MINUTE journal; and

(e) Virtual ZFX loop.

(3) If post would like to be recalled when problems are discovered, send request to Beltsville, via separate service request. In instances where the manual release service feature has not been engaged, recall will allow post to set these features and return to unattended operations mode. Direct questions concerning these procedures to RUEHCK, attention Shift Supervisor, or call (301) 985-8122.

5 FAH-2 H-525 RETRANSMISSION FORMATS

(TL:TEL-2; 05-23-2002)
(State only)

a. Telegrams must be retransmitted when messages are garbled or when messages fail to reach the destination. IPC operators should first account for any missing CSNs, send ZFX, if necessary, and clear all incoming error queues.

b. Missing CSNs, the missing MCN report or a missing section of a multi-section message, will indicate missing incoming. The receiving station must request retransmission from the relay facility for missing CSNs, and from the originator missing MCNs or missing section, through service message requests. Missing CSN, MCN and missing message requests should be stored as canned services, where possible.

c. Keep a suspense copy of the retransmission service request with a work copy of the telegram until action is taken or an answer is received. If no answer is received within a reasonable time, repeat the service message and add the opsign ZAR-2 or ZAR-3 for "second request" and "third request," respectively.

d. Upon receipt of a retransmission request, the originator must use specific retransmission formats, that vary according to the circumstances described below. Follow procedures in the user's guide of the telegraphic processor to produce the correct formats.

5 FAH-2 H-525.1 ZDK

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

ZDK is an opsign for a retransmission in response to a service request from a receiving station. The originating station inserts ZDK on FL-5 after the date-time group. Per ACP-127 section 419.e.(3), ZDK retransmissions must be limited to the individual posts which requested the retransmission. Do not automatically re-send the telegram to all addressees of the telegram. See 5 FAH-2 H-525 Exhibit H-525.1.

5 FAH-2 H-525.2 Corrected Copy

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

a. ZDS is the opsign for a corrected transmission of a previously incorrectly transmitted message. If ZDS is not used, ZDK may be used if the abbreviation of "CCY" follows the ZDK opsign. In either case, ZDK, CCY, or ZDS is placed on FL-5 after the DTG. Use ZDS in response to a service with the opsign ZES, which means the referenced telegram is incomplete or garbled. Insert "C O R R E C T E D COPY" and a three or four word explanation of the correction, such as "TEXT," "SUBJECT LINE," "CAPTION," etc. one blank line below the MRN line. See 5 FAH-2 H-525 Exhibit H-525.2.

b. Originators use the opsign ZEL only in service responses to a previously transmitted telegram with ZDG. ZDG is placed on FL-5 of a telegram which the originator suspects is incorrect and which the originator will voluntarily correct on a subsequent retransmission. The originator will place ZEL on the retransmitted telegram.

5 FAH-2 H-525.3 Re-routing Telegrams

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

Telegrams erroneously routed to one station can be forwarded to the intended addressee. The telegram is misrouted if the receiving station is not listed in FL-7 or FL-8, but the receiving station's routing indicator is listed on FL-2. To retransmit the telegram to the correct addressee, change the routing indicator to match the correct addressee and insert the opsign ZOV on FL-4 followed by the routing indicator of the forwarding station. Refer to the operator's manual of post's telegraphic processor for specific procedures.

5 FAH-2 H-525.4 Repeat Telegrams

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

A repeat telegram is one retransmitted to additional addressees not included in the original transmission. A repeat telegram should not be confused with a retransmission request due to non-receipt (see 5 FAH-2 H-525.1). A telegram may be repeated from an originating station or from a receiving station, however a receiving station that was an info addressee may only repeat a telegram to another station for info.

5 FAH-2 H-525.4-1 Permission

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

If the repeating station originally transmitted the telegram, the drafter or approving officer should approve the repeat to additional addressees. NODIS telegrams may only be repeated by the Department or by field posts with explicit permission from S/ES-O. Follow post procedures for acquiring and documenting permission.

5 FAH-2 H-525.4-2 Format

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

a. When repeating a telegram originated at post, the SSN, time of transmission, date-time group and addressees will be new; keep the same MRN, classification and handling instructions as the original telegram. After the handling instructions add an attention indicator stating that the telegram is a repeat, the original addressees and date of original transmission. The original FL-12, including MRN, handling instructions, body, and principal officer's name, is set off by the words "QUOTE:" and "UNQUOTE." If the repeat is more than one section, "QUOTE" will only appear on the first section, "UNQUOTE" will appear on the last. The name of the principal officer at the time of transmission should appear after the word "UNQUOTE." Consult the operations procedures for IPC's telegraphic processor for procedures to create the necessary pseudo header for the repeat telegram. See 5 FAH-2 H-525 Exhibit H-525.4-2a for transmission format.

b. Follow the same procedures when repeating telegrams not originated at post, but use a new MRN. See 5 FAH-2 H-525 Exhibit H-525.4-2b for transmission format.

5 FAH-2 H-525.5 Cite-Our-Service-In-Reply (COSIR)

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

The abbreviation COSIR in a service means the requesting station wants to see a reference to its service message somewhere in the service or retransmission response. If the response is a retransmitted telegram, place the citation after the opsign on FL-5. A full citation includes the routing indicator, SSN and Julian date of the COSIR service. If the response to the COSIR service is another service, use the opsign ZUI followed by the citation of the COSIR service.

5 FAH-2 H-526 MINIMIZE AND SUSTEL PROCEDURE

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

a. MINIMIZE is a contingency communication procedure imposed during emergency conditions such as local civil disorders, communication circuit failures, or natural disasters to reduce the volume of telegraphic traffic not related to the emergency. During these emergencies only the

most essential traffic should be sent so that it will be handled as expeditiously as possible. Telegrams that are deemed essential and must be transmitted to the post on minimize, must have the following statement as the last sentence of text; "MINIMIZE CONSIDERED FOR (Post Name)". Drafting and approving officers should send non-urgent telegrams via pouch. Posts on MINIMIZE are automatically removed from all Department and field generated collectives, and will not receive telegrams sent to collective addresses. The minimize post's plain language addressee must be listed on FL7 or FL8 for delivery.

b. SUSTEL is an abbreviation for “suspended telecommunications” and describes the non-operational status of a transmission facility that is closed for a prolonged, indefinite period of time. SUSTEL is imposed following a post evacuation due to environmental disaster or civil disorder. There is no alternative delivery method for a post that is on SUSTEL.

5 FAH-2 H-526.1 Authorization and Notification

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

a. IRM/OPS/MSO/MSMC, in consultation with IRM/M/CST/LD, will impose or cancel MINIMIZE upon advice from a post or based upon its awareness of abnormal conditions. Any post or relay determining the need for MINIMIZE should advise IRM/OPS/MSO/MSMC.

b. MINIMIZE may be imposed upon specific posts, all posts in a specific geographic area, or worldwide (e.g., MINIMIZE GENERAL). If a crisis in a specific geographic area will also affect posts or relays outside the area, they may be included in the MINIMIZE (e.g., MINIMIZE AFRICA, LONDON, PARIS).

c. IRM/OPS/MSO/MSMC sends regular telegraphic notification to all posts when MINIMIZE or SUSTEL is imposed or canceled.

5 FAH-2 H-526.2 Post Control

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

Distribute MINIMIZE and SUSTEL telegraphic notifications to all agencies and officers at post. All telegrams for electrical transmission addressed to or originating from any post under MINIMIZE must be approved by the post principal officer or designee before delivering the telegram to the IPC. Telegrams addressed to a MINIMIZE post must include the notation "MINIMIZE CONSIDERED" in the text of the telegram.

5 FAH-2 H-527 THROUGH H-529 UNASSIGNED

5 FAH-2 H-525 Exhibit H-525.1
SIMPLE RETRANSMISSION (ZDK)

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

```
VZCZCABC023
RR RUEHSD DE RUEHIL #0319 0441135
ZNY CCCCC ZZH
R 131130 FEB 00 ZDK CTG RUEHSD 4467W
FM AMEMBASSY ISLAMABAD
TO RUEHC/SECSTATE WASHDC 3487
INFO RUEHFR/AMEMBASSY PARIS PRIORITY 3466
BT
C O N F I D E N T I A L ISLAMABAD 0319

E.O. 12958:  DECL:  02/01/07
TAGS:  ACOA
SUBJECT:  SAMPLE ZDK TELEGRAM

REF:  KARACHI 0315

CLASSIFIED BY:  AMBASSADOR DAVE MATTHEWS; REASON: 1.5
E.

1. (U)  THIS IS A SAMPLE TELEGRAM DEMONSTRATING THE
PROPER PLACEMENT OF THE RETRANSMISSION OPSIGN ZDK.  ZDK
SHOULD BE FOLLOWED BY A REFERENCE TO THE STATION THAT
REQUESTED THE RETRANSMISSION.  THIS REFERENCE INCLUDES
THE ABBREVIATION CTG, MEANING CITING, AND THE ROUTING
INDICATOR AND SSN OR OTHER IDENTIFIER FOR THE SERVICE
REQUESTING RETRANSMISSION.
2. (U)  THE ROUTING INDICATOR FOR RETRANSMISSIONS TO
SECSTATE IS RUEHSD.
3. (C)  THIS TEXT IS CLASSIFIED FOR EXHIBIT PURPOSES
ONLY.  THIS HANDBOOK CONTAINS NO CLASSIFIED
INFORMATION.  MATTHEWS
BT
#0319


NNNN{{{{{{{{{{{
```

CLASSIFIED FOR EXHIBIT PURPOSES ONLY

5 FAH-2 H-525 Exhibit H-525.2
CORRECTED COPY (ZDS)

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

```
VZCZCSFI283
RR RUEHSD RUEHTI
DE RUEHSF #1826 0440610
ZNR UUUUU ZZH
R 130610Z FEB 00 ZDS
FM AMEMBASSY SOFIA
TO RUEHC/SECSTATE WASHDC 7549
RUEHTI/AMEMBASSY TIRANA 7021
BT
UNCLAS SOFIA 1826

C O R R E C T E D COPY -- CORRECTING CHANNEL CAPTION

HR CHANNEL

E.O. 12958:  N/A
TAGS:  APER
SUBJECT:  FSN PAY INCREASE

REF:  A) STATE 100983  B)  TIRANA 0034  C) 95 SOFIA
4879

POST WILL DELAY SCHEDULED ELECTRONIC FUND TRANSFER FOR
FSN SALARIES UNTIL BULGARIAN NATIONAL BANK OBTAINS
NECESSARY DATA TECHNOLOGY.  PARKINSON
BT
#1826
NNNN{{{{{{{{{{{
```

In the example above, the corrected copy was retransmitted to both original addressees. Note the special routing indicator for SECSTATE, RUEHSD. Use RUEHSD for all telegrams re-transmitted to the Department.

5 FAH-2 H-525 Exhibit 525.4-2a (1)
TELEGRAM FROM ORIGINATOR REPEATED TO NEW ADDRESSEE

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

```
"ORIGINAL TELEGRAM"

VZCZCRMI024
RR RUEHC RUEHFR
DE RUEHRO #1165 0440610
ZNR UUUUU ZZH
R 130610Z FEB 00
FM AMEMBASSY ROME
TO RUEHC/SECSTATE WASHDC 3524
INFO RUEHFR/AMEMBASSY PARIS 8756
BT
UNCLAS ROME 1165

CODEL WEBSTER

E.O. 12958:  N/A
TAGS:  OREP
SUBJECT:  CODEL ITINERARY

REF:  STATE 122243

ITINERARY CHANGES COMPLETED.  CANCEL LAST FIVE
RESERVATIONS.  JOHNSON
BT
#1165
NNNN{{{{{{{{{{{{
```

5 FAH-2 H-525 Exhibit 525.4-2a (2)
TELEGRAM FROM ORIGINATOR REPEATED TO NEW ADDRESSEE

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

```
"REPEAT TELEGRAM"

VZCZCRMI934
RR RUEHRL
DE RUEHRO #1257 0451031
ZNR UUUUU ZZH
R 141030Z FEB 00
FM AMEMBASSY ROME
TO AMEMBASSY BERLIN 4355
BT
UNCLAS ROME 1165
CODEL WEBSTER

THE FOLLOWING SENT ACTION SECSTATE, INFO PARIS 13 FEB
00 IS REPEATED FOR YOUR INFO.
QUOTE:

CODEL WEBSTER

E.O. 12958:  N/A
TAGS:  OREP
SUBJECT:  CODEL ITINERARY

REF:  STATE 122243

ITINERARY CHANGES COMPLETED.  CANCEL LAST FIVE
RESERVATIONS.  JOHNSON
UNQUOTE JOHNSON
BT
#1257
NNNN{{{{{{{{{{{
```

5 FAH-2 H-525 Exhibit 525.4-2b (1)
TELEGRAM REPEATED FROM A RECEIVING STATION TO NEW ADDRESSEE

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

```
"ORIGINAL TELEGRAM"

VZCZCFRI678
RR RUEHRL
DE RUFHRT #0880 0432159
ZNR UUUUU ZZH
R 122159Z FEB 00
FM AMCONSUL FRANKFURT
TO AMEMBASSY BERLIN 0919
BT
UNCLAS FRANKFURT 0880

E.O. 12958:  N/A
TAGS:  ANET, AMTC
SUBJECT:  TELEPHONE REQUIREMENTS

REF:  FRANKFURT 0721

ALL SPECIFICATIONS HAVE BEEN MET.  REQUIREMENTS ARE THE
SAME  FOR  ALL  TELEPHONE  HAND  SETS.   PLEASE  SEND  50
SINGLE
LINE INSTRUMENTS USING FISCAL DATA PROVIDED IN REFTEL.
SMITH
BT
#0880
NNNN{{{{{{{{{{{{
```

5 FAH-2 H-525 Exhibit 525.4-2b (2)
TELEGRAM REPEATED FROM A RECEIVING STATION TO NEW ADDRESSEE

(TL:TEL-2; 05-23-2002)
(Uniform State/USAID)

```
"REPEATED TELEGRAM"

VZCZCBNI502
RR RUEHC
DE RUEHRL #1275 0441303
ZNR UUUUU ZZH
R 131303Z FEB 00
FM AMEMBASSY BERLIN
TO SECSTATE WASHDC
BT
UNCLAS BERLIN 1275

FOR IM/ITI/TWD/FPT

THE FOLLOWING SENT ACTION BERLIN 12 FEB 00 IS REPEATED
FOR
YOUR ACTION.  QUOTE:

UNCLAS FRANKFURT 0880

E.O. 12958:  N/A
TAGS:  ANET, AMTC
SUBJECT:  TELEPHONE REQUIREMENTS

REF:  FRANKFURT 0721

ALL SPECIFICATIONS HAVE BEEN MET.  REQUIREMENTS ARE THE
SAME  FOR  ALL  TELEPHONE  HAND  SETS.   PLEASE  SEND  50
SINGLE
LINE INSTRUMENTS USING FISCAL DATA PROVIDED IN REFTEL.
SMITH
UNQUOTE.  WILLIAMS
BT
#1275
NNNN{{{{{{{{{{{{
```